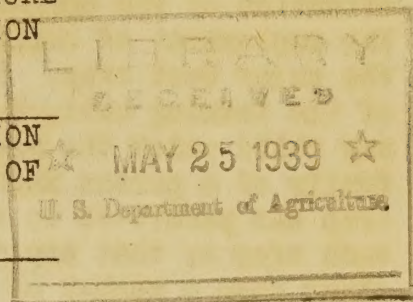


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
North Central Division

INSTRUCTIONS RELATIVE TO DETERMINATION  
OF PERFORMANCE UNDER THE PROVISIONS OF  
THE 1939 SUGAR BEET PROGRAM



(For Use by County Committees)

PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in NCR-315, Instructions Relative to Determining Performance under the Provisions of the 1939 Agricultural Conservation Program in the North Central Region will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1939 sugar beet program. In counties where sugar beets are planted in 1939, farm reporters and persons employed in the county office who will assist in carrying out the 1939 sugar beet program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1939 sugar beet program must be clearly understood. A FARMING UNIT, as used in these instructions means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1939 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm reporters who determine performance with respect to the Agricultural Conservation Program will also determine performance under the 1939 sugar beet program. Performance with respect to the sugar beet program should be determined at the same time performance is determined in connection with the Agricultural Conservation Program.

Form SB-317, Proportionate Shares or Acreage Allotments, which is used to list the names and addresses of operator-producers and the proportionate shares of sugar beet acreage for the farming units which they operate, will serve as a list of the farming units on which a determination of performance is necessary.

Form SB-302, Farming Unit Report, will be used to record data with respect to performance under the 1939 sugar beet program. Such form will be prepared in part by the farm reporter and in part by clerical assistants in the county office.



During his visit to a farming unit, the farm reporter should call the attention of the operator-producer to the provisions of the program relating to the employment of child labor in the production, cultivation, or harvesting of the sugar beet crop. If, at the time of the first or a subsequent inspection of the farming unit, a farm reporter determines or has reason to believe that any child under the age of fourteen years, other than a member of the immediate family of a person who was the legal owner of at least 40% of the sugar beet crop was permitted to work in the production, cultivation, or harvesting of such crop or that any child between the ages of fourteen and sixteen years, other than a member of the immediate family of a person who was the legal owner of at least 40% of the sugar beet crop, was permitted to do such work for a longer period than eight hours in any one day, the farm reporter shall note the facts relative to such violation in Section V of SB-302 or shall prepare and attach to SB-302 a statement setting forth such facts.

The farm reporter shall also advise the operator-producer that, in order for the farming unit to be eligible for payment under the 1939 sugar beet program, all laborers employed on the farming unit in connection with the production, cultivation, and harvesting of the 1939 sugar beet crop must be paid in full for all such work, and must be paid at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. An application for payment will not be prepared for a farming unit unless such condition with respect to payment of wages has been met.

The operator-producer should also be advised concerning the "proportionate share" condition for payment. If the sugar beets marketed from the farming unit (in terms of planted acreage) for the extraction of sugar exceed the proportionate share established for such farming unit, no payment will be made with respect to the farming unit. The farm reporter should ascertain from the operator-producer the amount of the proportionate share shown on the "Notice of 1939 Sugar Beet Acreage Allotment" which such operator-producer received. If such amount does not agree with the proportionate share which will have been entered in Section I of SB-302, the farm reporter will immediately notify the county committee of the discrepancy in order that the correct proportionate share may be determined.

The farm reporter shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.

After the farm reporter has completed the first inspection of a farming unit, he shall forward SB-302 to the county office. Such form will be carefully checked by clerical assistants in the county office and corrected acreages will be entered. If it is necessary to make an additional inspection for the purpose of determining performance, the SB-302 will be returned to the farm reporter, who will again visit the farming unit. When possible, the second inspection of a farming unit for the purpose of determining performance under the 1939 sugar beet program shall be made at the same time any additional inspection of such farming unit is made in connection with the 1939 Agricultural Conservation Program. When the second inspection is completed, SB-302 shall be returned to the county office, where it will be completed by clerical assistants.



## PART II. FIRST INSPECTION OF FARMING UNIT

The farm reporter will be supplied with forms SB-302 for all sugar beet farming units and with the photo enlargement, NCR-303, Farm Plan for Participation in the 1939 Agricultural Conservation Program, or a tracing of a map prepared under a previous program. If a photo enlargement, NCR-303, or tracing is not available, the farm reporter shall draw a sketch map on the back of SB-302.

Section I of form SB-302 will have been executed by clerical assistants in the county office prior to the inspection.

The farm reporter shall make and record all measurements which are necessary in order that the acreage of sugar beets may be computed in the county office after deducting for fence rows, turn rows, permanent irrigation ditches and other permanent features and waste areas within the field which have not been planted to sugar beets. Areas which are to be excluded must be designated on the map and such measurements made and recorded as are necessary to compute the exclusions.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm reporter shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm reporter is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.

Where it is necessary to prepare a sketch map of the farming unit on the back of SB-302, such map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted or on which farming practices were carried out. In the preparation of the map, solid lines shall be used to designate permanent boundaries, dotted lines to designate field divisions which are not permanent boundaries, and double lines to designate roads and lanes.

PREPARATION OF SB-302, FARMING UNIT REPORT. Entries made on SB-302 by clerical assistants in the county office before the farm reporter visits a farming unit shall be made with red pencil and entries made by the farm reporter during the first inspection of a farming unit shall be made with black pencil.

Entries to be Made in County Office. Before the farm reporter visits the farming unit, the clerical assistant in the county office shall make the following entries on SB-302:

1. State and county code and serial number. The serial number will be taken from column 1 of SB-317.
2. Aerial photo number to be taken from ACP records.
3. The name of the beet sugar factory to be taken from SB-317.
4. The name and address of the operator of the farming unit and the proportionate share for the farming unit to be taken from columns 2, 3, and 4, respectively, of SB-317.



5. The location or legal description of the farming unit to be taken from the latest ACP records. If these records are not correct, the description shall be changed by the farm reporter.

Section II. The farm reporter will enter in column (a) the work sheet number or numbers of the tract or tracts on which sugar beets are planted. However, before any entries are made in column (a), the names and addresses of all persons who are entitled to percentage shares in the sugar beet crop shall be entered in columns (e) and (f) and the percentage shares as specified in the leases or operating agreements shall be entered in column (g). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator-producer rents land on which sugar beets were planted from two landlords, his name shall be entered on two lines. In such case, the farm number for each tract shall be entered twice, once on the line opposite the name of the operator-producer and once opposite the landlord's name.

Enter in column (b) the 1939 field letter or letters for the fields planted to sugar beets in 1939. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field letters shall be repeated on the line opposite the name of each such person.

After field letters have been entered in column (b), the farm reporter shall enter in column (c) his estimate of the acreage included in each field of sugar beets. If more than one field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). However, if the same field letter appears opposite the names of more than one person, acreage estimates for such fields shall be entered only once in column (c), preferably on the line opposite the name of the operator-producer. If the acreage in a field has been computed from previous measurements and is known to the farm reporter, he shall enter such known acreage instead of an estimate. The farm reporter will make no entries in column (d)

If, at the time the farm reporter makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm reporter shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer.

Section III. The farm reporter must be familiar with the requirements of the program relative to farming practices which must be carried out on a farming unit as a condition for payment. To meet such requirement, at least one acre of an approved farming practice must have been carried out on the farming unit for each acre of sugar beets planted for harvest on such farming unit in 1939 for the extraction of sugar (not in excess of the proportionate share), except that in connection with sugar beet acreage on rented land



which would otherwise be part of another farming unit, not in excess of 75% of such requirement may consist of practices carried out on the balance of such other farming unit. Each of the following, if carried out on land adapted to sugar beet production, in accordance with farming methods commonly used in the community in which the farming unit is located, shall be deemed to be one acre of soil-conserving practice:

1. Maintaining until after July 1, 1939, one acre of a protective covering of adapted perennial or biennial legumes, adapted perennial grasses, or mixtures of such legumes and grasses; or
2. Seeding in 1939 one acre of adapted perennial legumes (except alfalfa) or biennial legumes, adapted perennial grasses or mixtures of such legumes and grasses; or
3. Seeding in 1939 one-half acre of adapted alfalfa; or
4. Seeding and maintaining until after December 31, 1939, one acre of an adapted green manure crop or plowing under during 1939 one acre of a good stand and a good growth of an adapted green manure crop; or
5. Applying during 1939 eight short tons of animal manure or the amount of manure normally produced in one year by any of the following: two head of cattle (of more than one year of age), two horses, two mules, four calves, four colts, ten sheep, or ten goats; or
6. Applying during 1939 to land on which sugar beets are planted for harvest in 1939, 75 pounds (or 50 pounds in the case of peat or muck land, determined as such by the State Agricultural Conservation Committee) of net available nitrogen, potash and/or phosphoric acid in the form of commercial chemical fertilizer.

The adapted perennial or biennial legumes, or adapted perennial grasses, or mixtures thereof, or adapted green manure crops included in the foregoing practices must be adapted perennial or biennial legumes, or adapted perennial grasses, or mixtures thereof, or adapted green manure crops which are approved under the 1939 Agricultural Conservation Program in the State.

In determining whether acreage on which farming practices are carried out may be considered as acreage adapted to sugar beet production, the farm reporter shall take into consideration the cropping history of such acreage, the availability of water, topography, and the type of soil.

The farm reporter need list in Section III only sufficient practices to meet the requirements of the program with respect to the planted sugar beet acreage. For example, if a field estimated by the farm reporter to contain approximately 20 acres was planted to sugar beets and the farm reporter estimates that another field, adapted to the production of sugar beets, on which alfalfa was seeded in 1939, contains in excess of 10 acres, he need not list any additional farming practices, assuming, of course, that the 20 acre field of sugar beets constitutes all of the acreage planted to sugar beets on the farming unit in 1939.



Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm reporter shall enter the names of crops, estimated acreages on which practices were carried out, field letters, ACP farm numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 6 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 6 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 6 (b). The farm reporter must make certain that there is reported in item 6 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

No entries are to be made by the farm reporter in column (e) of Section III.

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the ACP farm numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes", the farm reporter shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm reporter shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1939. If sugar beets were planted on the balance of the "other" farming unit, an SB-302 will be prepared in connection with the determination of performance of such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-302 should be prepared for the balance of the "other" farming unit and attached to the SB-302 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm reporter shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Farm Reporter. When the first inspection of the farming unit is completed the farm reporter should review the entries



made on SB-302 and should sign and enter the date of inspection in the spaces provided.

If the farm reporter finds any evidence of a violation of the child labor provisions of the Sugar Act of 1937 with respect to the farming unit, he shall enter information with respect to such violation in the space above his signature.

When Section V, as well as the balance of SB-302, is completed, the farm reporter shall forward such SB-302 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. ENTRIES TO BE MADE ON FARMING UNIT REPORT  
IN COUNTY OFFICE AFTER FIRST INSPECTION

When the farm reporter has completed the first inspection of a farming unit and has forwarded SB-302 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm reporter. If SB-302 is incomplete or if there is reason to doubt the accuracy of any entries, such form shall be returned to the farm reporter for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall encircle the entries made in column (c) of Section II by the farm reporter and shall enter the correct acreage figures above the encircled figures. Only one acreage figure will be entered in column (c) on a line. If the same field letter or letters appear opposite the names of more than one person, the acreage in such field or fields shall be entered only once in column (c) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (d) until the final inspection of the farming unit is completed or until it is determined that a further inspection of such farming unit is unnecessary.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields. The farm reporter should have designated the areas to be excluded on the map of the farming unit.

Acreage data which may have been determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company are available, such data shall be compared with the acreage data



determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements and, if either acreage figure is in excess of the proportionate share for the farming unit, the farm reporter shall be requested to remeasure the sugar beet acreage and the clerical assistant shall calculate the acreage on the basis of such measurements for entry on SB-302.

When the correct acreage figures for the various fields have been entered in column (c), such column shall be totaled and the total planted sugar beet acreage entered in the space provided shall be compared with the proportionate share for the farming unit, as entered in the first line of Section I of SB-302. In the event the planted acreage of sugar beets is in excess of the proportionate share for the farming unit, a letter similar to the following shall be prepared immediately and forwarded to the operator-producer of such farming unit:

Dear Mr. \_\_\_\_\_;

It has been determined that the acreage planted to sugar beets on the farming unit which you are operating in 1939 is \_\_\_\_\_ acres, which is \_\_\_\_\_ acres in excess of the proportionate share or acreage allotment of \_\_\_\_\_ acres which was established for the farming unit.

One of the conditions for payment under the sugar beet program is that the sugar beets marketed (in terms of planted acres) for the extraction of sugar shall not exceed the proportionate share for the farming unit. Therefore, if you desire to receive a conditional payment, you will be permitted to harvest for market for the extraction of sugar only the acreage specified above as your proportionate share.

You will be permitted to dispose of the acreage in excess of your proportionate share by tillage operations, or you may elect to harvest for feed or abandon the excess acreage, provided the acreage which you intend to harvest for feed or abandon is definitely indicated. In the latter event you will be required to prove conclusively to the county committee that the excess acreage is actually harvested for feed or abandoned before you will be permitted to execute an application for 1939 sugar beet payment.

A farm reporter will call upon you on or about \_\_\_\_\_, 1939. By the time of this visit, if the excess acreage has not been destroyed, you will be required to stake out the exact acreage which you will abandon or harvest for feed. If you harvest the excess acreage for feed, you must notify the county committee as to the time such acreage is to be harvested.

Very truly yours,

\_\_\_\_\_  
County Committee

By \_\_\_\_\_

Note: The date to be entered in the last paragraph of the foregoing letter shall be a date not more than two weeks after such letter is mailed.



Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm reporter's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice requirements, in which event the acreage in such fields shall be calculated and entered above the farm reporter's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (2), (4), and (5) the "acres credit" will be the actual acreage devoted to each practice. For item (3) the acres credit will be obtained by multiplying the acreage seeded to alfalfa by 2.

In item (6) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm reporter shall be questioned to determine that there is no duplication. If entries are made in item 6 (a), the number of acres credit will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. If an entry has been made in item 6 (b), the number of acres credit will be determined by dividing the total number of tons of animal manure applied by 8.

If entries have been made in item (7), the acres credit for such practice to be entered in the space provided shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1939 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing the total weight of available plant food by 75, or by 50 in the case of peat or muck land which has been determined as such by the State committee. For example, if it is determined that 8,000 pounds of a fertilizer of 2-16-8 analysis were applied to land other than peat or muck land, the "acres credit" to be entered in column (e) would be 27.7, obtained by multiplying 8,000 by 26% and dividing by 75.

If there is insufficient space in items 1 to 7, inclusive, to list all practices carried out on the farming unit, the description of such practices shall be entered in lines 8 and 9.

Enter in item 10, column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

Section IV. If the answer to the question in Section IV of SB-302 is "No" or if such answer is "Yes" and the entry in item 10 of Section III is equal to or greater than the total of column (c) of Section II, no further determinations of practice acreages are necessary.



If the answer to the question in Section IV is "Yes" and if the entry in item (10) of Section III is less than the total of column (c) of Section II, the farming practices carried out on the "other" farming unit must be summarized. If another copy of SB-302, on which the practices carried out on the balance of the "other" farming unit are listed in Section III, is attached to the SB-302 which is being summarized, Section III of such other SB-302 shall be completed in the same manner as such section was completed for the SB-302 under consideration.

If another copy of SB-302 is not attached to the SB-302 under consideration and if the answer to the question in Section IV is "Yes", it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-302 prepared for such "other" farming unit shall be obtained, and both forms SB-302 shall be considered in summarizing the farming practices for the farming unit.

SUMMARY OF FARMING PRACTICES. When Section III of SB-302 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item 10 of Section III of SB-302 is equal to or greater than the total of column (c) of Section II of such SB-302, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-302. If the entry in item 10 of Section III is less than the total of column (c) of Section II and if the answer to the question in Section IV of SB-302 is "No," the farming practice requirement will be deemed not to have been met, unless a further inspection of the farming unit reveals that additional practices have been carried out.

If the entry in item 10 of Section III of SB-302 is less than the total of column (c) of Section II of such SB-302 and if the answer to the question in Section IV of such SB-302 is "Yes," the determination as to whether the farming practice requirement has been met shall be made as follows:

- (a) Determine the acreage of farming practices carried out on the other farming unit in excess of any sugar beet acreage on such other farming unit.
- (b) Determine the smaller of the amount obtained under (a) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the other farming unit.
- (c) If the smaller of the amounts determined under (b) plus the entry in item 10 of Section III of the SB-302 under consideration is equal to or greater than the total of column (c) of Section II of such SB-302, the farming practice requirement with respect to the the farming unit will be deemed to have been met.

#### PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) the acreage of sugar beets planted on a farming unit was in excess of the proportionate share established for such farming unit; (b) an error may have been made in measurement of sugar beet



acreage on a farming unit; (c) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit; or (d) the farming practices with respect to a farming unit are not sufficient to meet the requirement; it will be necessary for the farm reporter to make a second inspection.

When making the second inspection, the farm reporter will take with him the photo enlargement, NCR-303, or tracing of the map, and the Farming Unit Report which he prepared during his first inspection of the farming unit.

All entries which are made on the Farming Unit Report during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If the inspection is being made for the reason that there was planted on the farming unit an acreage of sugar beets in excess of the proportionate share for the farming unit, the county committee will have advised the operator-producer prior to the farm reporter's visit that it will be necessary that he destroy the excess acreage or, in the event that he plans to abandon the excess acreage or use such acreage for feed, that he stake out such acreage. The exact acreage which has been or is to be disposed of must be clearly indicated on the map of the farming unit and measurements of such acreage must be made and recorded. Such acreage will be assigned a separate field letter and a complete statement of the facts of the case shall be entered on the reverse side of SB-302.

Disposal of excess acreage by any method other than by tillage operations will place the producer in a position where, in order to be eligible for a sugar beet payment, he will be required to prove conclusively to the county committee that the excess acreage which was staked out was not harvested and marketed for the extraction of sugar.

If the operator-producer claims that there has been an error in measurement of the acreage planted to sugar beets, the farm reporter shall remeasure such acreage and indicate the new measurements on the farm map or on the back of SB-302. A rough sketch map may be drawn on the back of SB-302, if necessary.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit for any reason other than the fact that acreage in excess of the proportionate share for the farming unit had been planted, the farm reporter will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldman of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm reporter shall make a second inspection of such farming units. The farm reporter shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.



If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm reporter will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-302 in the manner outlined in Part II of these instructions.

When the farm reporter has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-302, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. If, during the second inspection, the farm reporter finds any evidence of a violation of the child labor provisions of the Sugar Act with respect to the farming unit, he shall indicate in the space above his signature the facts relating to such violation.

#### PART V. COMPLETION OF FARMING UNIT REPORT IN COUNTY OFFICE

When the farm reporter has completed the second or subsequent inspection of a farming unit and has forwarded SB-302 to the county office, clerical assistants in the county office shall complete such form.

If the total acreage of sugar beets planted on the farming unit as indicated by the total of column (c) of Section II of SB-302 was in excess of the proportionate share for the farming unit and if the acreage in excess of the proportionate share is reported by the farm reporter to have been destroyed, the acreage figures in column (c) of Section II shall be corrected to show the acreage of sugar beets planted for harvest for the extraction of sugar. However, if the excess acreage has not been destroyed, the operator-producer will be required to prove conclusively that such acreage was not harvested and marketed for the extraction of sugar before he will be permitted to execute an application for a sugar beet payment. If evidence to that effect is obtained, a complete explanation of the facts of the case should be entered on the reverse side of SB-302 either by the farm reporter or by the clerical assistant in the county office, and a county committeeman, acting on behalf of the county committee, must approve the evidence before the proportionate share condition for payment will be deemed to have been met. When such evidence is approved, the acreage figures in column (c) of Section II shall be corrected to show the acreage of sugar beets planted for harvest for the extraction of sugar.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant should make such calculations as are necessary from the measurements taken by the farm reporter to determine the exact acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (d) of Section II and such column shall be totaled. In no event shall the total of column (d) plus the total abandoned acreage, as indicated in the space provided beneath the table, exceed the total of column (c).



If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-302, the acres credit for such practices shall be entered in column (e) of Section II, a new total shall be inserted in item 10, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

#### PART VI. LABORERS' WAGE CLAIMS

Before any sugar beet producer may apply for payment under the 1939 sugar beet program it must be determined whether all laborers employed in the production, cultivation, or harvesting of the 1939 crop of sugar beets on the farming unit operated by such producer were paid in full for such work and were paid at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. Therefore, county committees should use all practicable means to obtain information with respect to cases in which wages have not been paid in full or in which wages were paid at rates less than the "fair and reasonable" rates.

Form SB-303, Sugar Beet Wage Claim, and form SB-304, Record of Sugar Beet Wage Claim, which are similar to forms SB-203 and SB-204 used in connection with the 1938 sugar beet program, will be used in handling laborers' wage claims under the 1939 program. The instructions which were followed in connection with forms SB-203 and SB-204 will be applicable under the 1939 program in connection with forms SB-303 and SB-304.

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Issued May 3, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATIONMAY 22 1939  
Cop. 1INSTRUCTIONS RELATIVE TO DETERMINATION  
OF PERFORMANCE UNDER THE PROVISIONS OF  
THE 1939 SUGAR BEET PROGRAM

(For Use by County Committees)

PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in Instructions Relative to Determining Performance Under the Provisions of the 1939 Agricultural Conservation Program in the Western Region will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1939 sugar beet program. In counties where sugar beets are planted in 1939, farm supervisors and persons employed in the county office who will assist in carrying out the 1939 sugar beet program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1939 sugar beet program must be clearly understood. A FARMING UNIT, as used herein, means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1939 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm supervisors who determine performance with respect to the Agricultural Conservation Program will also determine performance under the 1939 sugar beet program. Measurement of sugar beet acreage cannot be started until Forms SB-317 have been completed and should not be started until such time as it is unlikely that a grower will be able to plant additional sugar beet acreage. Although it is highly desirable in order to save time and expense that performance with respect to sugar beet program should be determined at the same time performance is determined in connection with the Agricultural Conservation Program, checking of performance under the sugar beet program should if at all possible, be started not later than fifteen days after the close of the sugar beet planting season in the county.

Form SB-317, Proportionate Shares or Acreage Allotments, which is used to list the names and addresses of operator-producers and the proportionate shares of sugar beet acreage for the farming units which they operate, will serve as a list of the farming units on which a determination of performance is necessary.



Form SB-302, Farming Unit Report, will be used to record data with respect to performance under the 1939 sugar beet program. Such form will be prepared in part by the farm supervisor and in part by clerical assistants in the county office.

During his visit to a farming unit, the farm supervisor should call the attention of the operator-producer to the provisions of the program relating to the employment of child labor in the production, cultivation, or harvesting of the sugar beet crop. If, at the time of the first or a subsequent inspection of the farming unit, a farm supervisor determines or has reason to believe that any child under the age of fourteen years, other than a member of the immediate family of a person who was the legal owner of at least 40% of the sugar beet crop was permitted to work in the production, cultivation, or harvesting of such crop or that any child between the ages of fourteen and sixteen years, other than a member of the immediate family of a person who was the legal owner of at least 40% of the sugar beet crop, was permitted to do such work for a longer period than eight hours in any one day, the farm supervisor shall note the facts relative to such violation in Section V of SB-302 or shall prepare and attach to SB-302 a statement setting forth such facts.

The farm supervisor shall also advise the operator-producer that, in order for the farming unit to be eligible for payment under the 1939 sugar beet program, all laborers employed on the farming unit in connection with the production, cultivation, and harvesting of the 1939 sugar beet crop must be paid in full for all such work, and must be paid at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. An application for payment will not be prepared for a farming unit unless such condition with respect to payment of wages has been met.

The operator-producer should also be advised concerning the "proportionate share" condition for payment. If the sugar beets marketed from the farming unit (in terms of planted acreage) for the extraction of sugar exceed the proportionate share established for such farming unit, no payment will be made with respect to the farming unit. The farm supervisor should ascertain from the operator-producer the amount of the proportionate share shown on the "Notice of 1939 Sugar Beet Acreage Allotment" which such operator-producer received from the county office. If such amount does not agree with the proportionate share which will have been entered in Section I of SB-302, the farm supervisor will immediately notify the county committee of the discrepancy in order that the correct proportionate share may be determined.

The farm supervisor shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.

After the farm supervisor has completed the first inspection of a farming unit, he shall forward SB-302 to the county office. Such form will be carefully checked by clerical assistants in the county office and corrected acreages will be entered thereon. If it is necessary to make an additional inspection for the purpose of determining performance, the SB-302 will be returned to the farm supervisor, who will again visit the farming unit. When possible, the second inspection of a farming unit for the purpose of deter-



mining performance under the 1939 sugar beet program shall be made at the same time any additional inspection of such farming unit is made in connection with the 1939 Agricultural Conservation Program. When the second inspection is completed, SB-302 shall be returned to the county office, where it will be completed by clerical assistants.

## PART II. FIRST INSPECTION OF FARMING UNIT

The farm supervisor will be supplied with Forms SB-302 for all sugar beet farming units and with the photo enlargement or black and white print of the farming units where such maps are available. Section I of Form SB-302 will have been executed by clerical assistants in the county office prior to the inspection.

The farm supervisor shall make and record all measurements which are necessary in order that the acreage of sugar beets may be computed in the county office after deducting for fence rows, turn rows, permanent irrigation ditches and other permanent features and waste areas within the field which have not been planted to sugar beets. Areas which are to be excluded must be designated on the map and such measurements made and recorded as are necessary to compute the exclusions.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm supervisor shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm supervisor is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.

MAP OF FARM. In aerial measurement counties, the photo enlargement will be used to designate and determine (1) the acreage planted to sugar beets, (2) the acreage of sugar beets remaining for harvest, (3) sugar beet acreage which has been abandoned, and (4) farming practices which have been carried out on the farming unit. The boundaries of each field of beets or practices will be indicated by V-shaped marks, the points of which barely touch the boundary lines. Only one such mark should be used to indicate a clearly defined boundary line of a field. If a boundary line of a field is not clearly defined, it should be determined by inspection, and clearly indicated by sufficient V-shaped marks.

Field boundary lines not indicated on the enlargement may be established by the use of landmarks, such as fences, roads, or buildings, provided the landmarks used are clearly shown on the enlargement, and the ends of the new boundary lines may be accurately determined from such landmarks without measurements. Where landmarks are used, they should be identified by arrows, the points of which clearly indicate the position of each landmark. If necessary, a brief description of each landmark should be recorded.

If field measurements are necessary to establish a new field boundary line, the farm supervisor will examine the enlargement to establish clearly defined landmarks or points from which the necessary measurements will be made. These points will be indicated on the enlargement by arrows and measure-



ments made on the field from such points to the ends of the new field boundary line, the approximate location of which will be shown by a broken black line. The measurements will be entered between these starting points and the ends of the new field boundary line. Where field lines appearing on the enlargements are not boundaries of 1939 fields, they will be marked out with an undulant line.

After the 1939 field boundaries have been determined, the farm supervisor will assign a letter to each field.

In ground measurement counties, the black and white print will be used to identify the acreages mentioned in the preceding paragraphs.

Where photo enlargements or black and white prints have not been prepared under the agricultural program, a sketch map of the farming unit shall be drawn on the back of SB-302. The map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted or on which farming practices were carried out. In the preparation of the map, solid lines shall be used to designate permanent boundaries, dotted lines to designate field divisions which are not permanent boundaries, and double lines to designate roads and lanes.

PREPARATION OF SB-302, FARMING UNIT REPORT. Entries made on SB-302 by clerical assistants in the county office before the farm supervisor visits a farming unit shall be made with red pencil and entries made by the farm supervisor during the first inspection of a farming unit shall be made with black pencil.

Entries to be Made in County Office. Before the farm supervisor visits the farming unit, the clerical assistant in the county office shall make the following entries on SB-302:

1. State and county code and serial number. The serial number will be taken from column 1 of SB-317.
2. Aerial photo number or map number to be taken from ACP records.
3. The name of the beet sugar factory to be taken from SB-317.
4. The name and address of the operator of the farming unit and the proportionate share for the farming unit to be taken from columns 2, 3, and 4, respectively, of SB-317.
5. The location or legal description of the farming unit to be taken from the latest ACP records. If these records are not correct, the description shall be changed by the farm supervisor.

Section II. The farm supervisor will enter in column (a) the worksheet number or numbers of the tract or tracts on which sugar beets are planted. However, before any entries are made in column (a), the names and addresses of all persons who are entitled to percentage shares in the sugar beet crop shall be entered in columns (e) and (f) and the percentage shares as specified in



the leases or operating agreements shall be entered in column (g). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator-producer rents land on which sugar beets were planted from two landlords, his name shall be entered on two lines. In such case, the farm number for each tract shall be entered twice, once on the line opposite the name of the operator-producer and once opposite the landlord's name.

Enter in column (b) the 1939 field letter or letters for the fields planted to sugar beets in 1939. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field letters shall be repeated on the line opposite the name of each such person.

After field letters have been entered in column (b), the farm supervisor shall enter in column (c) his estimate of the acreage included in each field of sugar beets. If more than one field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). However, if the same field letter appears opposite the names of more than one person, acreage estimates for such fields shall be entered only once in column (c), preferably on the line opposite the name of the operator-producer. If the acreage in a field has been computed from previous measurements and is known to the supervisor, he shall enter such known acreage instead of an estimate. The supervisor will make no entries in column (d).

If, at the time the farm supervisor makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm supervisor shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer.

Section III. The farm supervisor must be familiar with the requirements of the program relative to farming practices which must be carried out on a farming unit as a condition for payment. To meet such requirement, at least one acre of an approved farming practice must have been carried out on the farming unit for each acre of sugar beets planted for harvest on such farming unit in 1939 for the extraction of sugar (not in excess of the proportionate share), except that in connection with sugar beet acreage on rented land which would otherwise be part of another farming unit, not in excess of 75% of such requirement may consist of practices carried out on the balance of such other farming unit. Each of the following, if carried out on land adapted to sugar beet production, in accordance with farming methods commonly used in the community in which the farming unit is located, shall be deemed to be one acre of soil-conserving practice:



1. Maintaining until after July 1, 1939, one acre of a protective covering of adapted perennial or biennial legumes, adapted perennial grasses, or mixtures of such legumes and grasses; or
2. Seeding in 1939 one acre of adapted perennial legumes (except alfalfa) or biennial legumes, adapted perennial grasses or mixtures of such legumes and grasses; or
3. Seeding in 1939 one-half acre of adapted alfalfa; or
4. Seeding and maintaining until after December 31, 1939, one acre of an adapted green manure crop or plowing under during 1939 one acre of a good stand and a good growth of an adapted green manure crop; or
5. Applying during 1939 eight short tons of animal manure or the amount of manure normally produced in one year by any of the following: two head of cattle (of more than one year of age), two horses, two mules, four calves, four colts, ten sheep, or ten goats; or
6. Applying during 1939 to land on which sugar beets are planted for harvest in 1939, 75 pounds (or 50 pounds in the case of peat or muck land, determined as such by the State Agricultural Conservation Committee) of net available nitrogen, potash and/or phosphoric acid in the form of commercial chemical fertilizer.

The adapted perennial or biennial legumes, or adapted perennial grasses, or mixtures thereof, or adapted green manure crops included in the foregoing practices must be adapted perennial or biennial legumes, or adapted perennial grasses, or mixtures thereof, or adapted green manure crops which are approved under the 1939 Agricultural Conservation Program in the State.

In determining whether acreage on which farming practices are carried out may be considered as acreage adapted to sugar beet production, the farm supervisor shall take into consideration the cropping history of such acreage, the availability of water, topography, and the type of soil.

The farm supervisor shall list in Section III all soil-conserving practices carried out on the farming unit in 1939.

Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm supervisor shall enter the names of crops, estimated acreages on which practices were carried out, field letters, ACP farm numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 6 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 6 (a). If manure is purchased for application on the farming



unit, the entry shall be made in item 6 (b). The farm supervisor must make certain that there is reported in item 6 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

No entries are to be made by the farm supervisor in column (e) of Section III.

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the ACP farm numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes", the farm supervisor shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm supervisor shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1939. If sugar beets were planted on the balance of the "other" farming unit, an SB-302 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-302 should be prepared for the balance of the "other" farming unit and attached to the SB-302 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm supervisor shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Farm Supervisor. When the first inspection of the farming unit is completed the farm supervisor should review the entries made on SB-302 and should sign and enter the date of inspection in the spaces provided.

If the farm supervisor finds any evidence of a violation of the child labor provisions of the Sugar Act of 1937 with respect to the farming unit, he shall enter information with respect to such violation in the space above his signature.



When Section V, as well as the balance of SB-302, is completed, the farm supervisor shall forward such SB-302 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. ENTRIES TO BE MADE ON FARMING UNIT REPORT IN COUNTY  
OFFICE AFTER FIRST INSPECTION

When the farm supervisor has completed the first inspection of a farming unit and has forwarded SB-302 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm supervisor. If SB-302 is incomplete or if there is reason to doubt the accuracy of any entries, such form shall be returned to the farm supervisor for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall encircle the entries made in column (c) of Section II by the farm supervisor and shall enter the correct acreage figures above the encircled figures. Only one acreage figure will be entered in column (c) on a line. If the same field letter or letters appear opposite the names of more than one person, the acreage in such field or fields shall be entered only once in column (c) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (d) until the final inspection of the farming unit is completed or until it is determined that a further inspection of such farming unit is unnecessary.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields. The farm supervisor should have designated the areas to be excluded on the photo enlargement, the black and white print, or the sketch map, as the case may be.

Acreage data which may have been determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company is available, such data shall be compared with the acreage data determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements and, if either acreage figure is in excess of the proportionate share for the farming unit, the farm supervisor shall be requested to remeasure the sugar beet acreage and the clerical assistant shall calculate the acreage on the basis of such measurements for entry on SB-302.



When the correct acreage figures for the various fields have been entered in column (c), such column shall be totaled and the total planted sugar beet acreage entered in the space provided therefor shall be compared with the proportionate share for the farming unit, as entered in the first line of Section I of SB-302. In the event the planted acreage of sugar beets is in excess of the proportionate share for the farming unit, a letter similar to the following shall be prepared immediately and forwarded to the operator-producer of such farming unit:

Dear Mr. \_\_\_\_\_:

It has been determined that the acreage planted to sugar beets on the farming unit which you are operating in 1939 is \_\_\_\_\_ acres, which is \_\_\_\_\_ acres in excess of the proportionate share or acreage allotment of \_\_\_\_\_ acres which was established for the farming unit.

One of the conditions for payment under the sugar beet program is that the sugar beets marketed (in terms of planted acres) for the extraction of sugar shall not exceed the proportionate share for the farming unit. Therefore, if you desire to receive a conditional payment, you will be permitted to harvest for market for the extraction of sugar, only the acreage specified above as your proportionate share.

You will be permitted to dispose of the acreage in excess of your proportionate share by tillage operations, or you may elect to harvest for feed or abandon the excess acreage, provided the acreage which you intend to harvest for feed or abandon is definitely indicated. In the latter event you will be required to prove conclusively to the county committee that the excess acreage is actually harvested for feed or abandoned before you will be permitted to execute an application for 1939 sugar beet payment.

A farm supervisor will call upon you on or about \_\_\_\_\_, 1939. By the time of this visit, if the excess acreage has not been destroyed, you will be required to stake out the exact acreage which you will abandon or harvest for feed. If you harvest the excess acreage for feed, you must notify the county committee as to the time such acreage is to be harvested.

Very truly yours,

\_\_\_\_\_ County Committee

By \_\_\_\_\_

Note: The date to be entered in the last paragraph of the foregoing letter shall be a date not more than two weeks after such letter is mailed.



Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm supervisor's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice requirements, in which event the acreage in such fields shall be calculated and entered above the farm supervisor's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (2), (4) and (5) the "acres credit" will be the actual acreage devoted to each practice. For item (3) the acres credit will be obtained by multiplying the acreage seeded to alfalfa by 2.

In item (6) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm supervisor shall be questioned to determine that there is no duplication. If entries are made in item 6 (a) the number of acres credit will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. If an entry has been made in item 6 (b), the number of acres credit will be determined by dividing the total number of tons of animal manure applied by 8.

If entries have been made in item (7), the acres credit for such practice to be entered in the space provided shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1939 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing the total weight of available plant food by 75, or by 50 in the case of peat or muck land which has been determined as such by the State committee. For example, if it is determined that 8,000 pounds of a fertilizer of 2-16-8 analysis were applied to land other than peat or muck land, the "acres credit" to be entered in column (e) would be 27.7, obtained by multiplying 8,000 by 26% and dividing by 75.

If there is insufficient space in items 1 to 7, inclusive, to list all practices carried out on the farming unit, the description of such practices shall be entered in lines 8 and 9.

Enter in item 10, column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

Section IV. If the answer to the question in Section IV of SB-302 is "No" or if such answer is "Yes" and the entry in item 10 of Section III is equal to or greater than the total of column (c) of Section II, no further determinations of practice acreages are necessary.



If the answer to the question in Section IV is "Yes" and if the entry in item (10) of Section III is less than the total of column (c) of Section II, the farming practices carried out on the "other" farming unit must be summarized. If another copy of SB-302, on which the practices carried out on the balance of the "other" farming unit are listed in Section III, is attached to the SB-302 which is being summarized, Section III of such other SB-302 shall be completed in the same manner as such section was completed for the SB-302 under consideration.

If another copy of SB-302 is not attached to the SB-302 under consideration and if the answer to the question in Section IV is "Yes", it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-302 prepared for such "other" farming unit shall be obtained, and both forms SB-302 shall be considered in summarizing the farming practices for the farming unit.

SUMMARY OF FARMING PRACTICES. When Section III of SB-302 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item 10 of Section III of SB-302 is equal to or greater than the total of column (c) of Section II of such SB-302, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-302. If the entry in item 10 of Section III is less than the total of column (c) of Section II and if the answer to the question in Section IV of SB-302 is "No", the farming practice requirement will be deemed not to have been met, unless a further inspection of the farming unit reveals that additional practices have been carried out.

If the entry in item 10 of Section III of SB-302 is less than the total of column (c) of Section II of such SB-302 and if the answer to the question in Section IV of such SB-302 is "Yes", the determination as to whether the farming practice requirement has been met shall be made as follows:

- (a) Determine the acreage of farming practices carried out on the other farming unit in excess of any sugar beet acreage on such other farming unit.
- (b) Determine the smaller of the amount obtained under (a) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the other farming unit.
- (c) If the smaller of the amounts determined under (b) plus the entry in item 10 of Section III of the SB-302 under consideration is equal to or greater than the total of column (c) of Section II of such SB-302, the farming practice requirement with respect to the farming unit will be deemed to have been met.

#### PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) the acreage of sugar beets planted on a farming unit was in excess of the proportionate share established for such



farming unit; (b) an error may have been made in measurement of sugar beet acreage on a farming unit; (c) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit; or (d) the farming practices with respect to a farming unit are not sufficient to meet the requirement; it will be necessary for the farm supervisor to make a second inspection.

When making the second inspection, the farm supervisor will take with him the photo enlargement, the black and white print or map, and the Farming Unit Report which he prepared during his first inspection of the farming unit.

All entries which are made on the Farming Unit Report during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If the inspection is being made for the reason that there was planted on the farming unit an acreage of sugar beets in excess of the proportionate share for the farming unit, the county committee will have advised the operator-producer prior to the farm supervisor's visit that it will be necessary that he destroy the excess acreage or, in the event that he plans to abandon the excess acreage or use such acreage for feed, that he stake out such acreage. The exact acreage which has been or is to be disposed of must be clearly indicated on the map of the farming unit and measurements of such acreage must be made and recorded. Such acreage will be assigned a separate field letter and a complete statement of the facts of the case shall be entered on the reverse side of SB-302.

Disposal of excess acreage by any method other than by tillage operations will place the producer in a position where, in order to be eligible for a sugar beet payment, he will be required to prove conclusively to the county committee that the excess acreage which was staked out was not harvested and marketed for the extraction of sugar.

If the operator-producer claims that there has been an error in measurement of the acreage planted to sugar beets, the farm supervisor shall remeasure such acreage and indicate the new measurements on the farm map or on the back of SB-302. A rough sketch map may be drawn on the back of SB-302, if necessary.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit for any reason other than the fact that acreage in excess of the proportionate share for the farming unit had been planted, the farm supervisor will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldman of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm supervisor shall make a second inspection of such farming units. The farm supervisor shall also



make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm supervisor will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-302 in the manner outlined in Part II of these instructions.

When the farm supervisor has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-302, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. If, during the second inspection, the farm supervisor finds any evidence of a violation of the child labor provisions of the Sugar Act with respect to the farming unit, he shall indicate in the space above his signature the facts relating to such violation.

#### PART V. COMPLETION OF FARMING UNIT REPORT IN COUNTY OFFICE

When the farm supervisor has completed the second or subsequent inspection of a farming unit and has forwarded SB-302 to the county office, clerical assistants in the county office shall complete such form.

If the total acreage of sugar beets planted on the farming unit as indicated by the total of column (c) of Section II of SB-302 was in excess of the proportionate share for the farming unit and if the acreage in excess of the proportionate share is reported by the farm supervisor to have been destroyed, the acreage figures in column (c) of Section II shall be corrected to show the acreage of sugar beets planted for harvest for the extraction of sugar. However, if the excess acreage has not been destroyed, the operator-producer will be required to prove conclusively that such acreage was not harvested and marketed for the extraction of sugar before he will be permitted to execute an application for a sugar beet payment. If evidence to that effect is obtained, a complete explanation of the facts of the case should be entered on the reverse side of SB-302 either by the farm supervisor or by the clerical assistant in the county office, and a county committeeman, acting on behalf of the county committee, must approve the evidence before the proportionate share condition for payment will be deemed to have been met. When such evidence is approved, the acreage figures in column (c) of Section II shall be corrected to show the acreage of sugar beets planted for harvest for the extraction of sugar.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant should make such calculations as are necessary from the measurements taken by the farm supervisor to determine the exact acreage abandoned and shall enter such acreage figure in the space provided beneath such table.



When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (d) of Section II and such column shall be totaled. In no event shall the total of column (d) plus the total abandoned acreage, as indicated in the space provided beneath the table, exceed the total of column (c).

If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-302, the acres credit for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 10, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

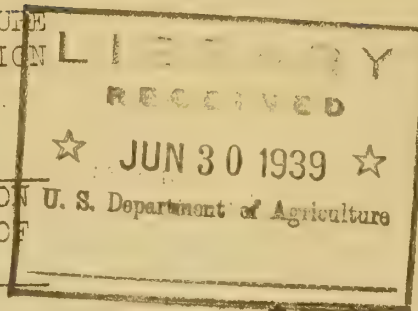
#### PART VI. LABORERS' WAGE CLAIMS

Before any sugar beet producer may apply for payment under the 1939 sugar beet program it must be determined whether all laborers employed in the production, cultivation, or harvesting of the 1939 crop of sugar beets on the farming unit operated by such producer were paid in full for such work and were paid at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. Therefore, county committees should use all practicable means to obtain information with respect to cases in which wages have not been paid in full or in which wages were paid at rates less than the "fair and reasonable" rates.

Form SB-303, Sugar Beet Wage Claim, and form SB-304, Record of Sugar Beet Wage Claim, which are similar to forms SB-203 and SB-204 used in connection with the 1938 sugar beet program, will be used in handling laborers' wage claims under the 1939 program. The instructions which were followed in connection with forms SB-203 and SB-204 will be applicable under the 1939 program in connection with forms SB-303 and SB-304.



UNITED STATES DEPARTMENT OF AGRICULTURE  
 AGRICULTURAL ADJUSTMENT ADMINISTRATION  
 Southern Division



INSTRUCTIONS RELATIVE TO DETERMINATION  
 OF PERFORMANCE UNDER THE PROVISIONS OF  
 THE 1939 SUGAR BEET PROGRAM  
 (For Use by County Committees)

C O N T E N T S

	<u>Page</u>
Part I. General Instructions.	1
Part II. First Inspection of Farming Unit.	3
A. General.	3
B. Preparation of Form SB-302, Farming Unit Report	4
Part III. Entries to be Made on Farming Unit Report in County Office after First Inspection.	7
A. General.	7
B. Summary of Farming Practices.	10
Part IV. Second Inspection of Farming Unit.	10
Part V. Completion of Farming Unit Report in County Office.	12
Part VI. Laborers' Wage Claims.	13

PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in SRB-303A, "Instructions for Checking and Reporting Performance", under the 1939 Agricultural Conservation Program in the Southern Region will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1939 Sugar Beet Program. In counties where sugar beets are planted in 1939, performance reporters and persons employed in the county office who will assist in carrying out the 1939 Sugar Beet Program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1939 Sugar Beet Program must be clearly understood. A FARMING UNIT, as used in these instructions, means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. A TRACT means any portion of a farming unit on which a crop of sugar beets is planted for harvest in 1939 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The performance reporters who determine performance with respect to the 1939 Agricultural Conservation Program will also determine performance under the 1939 Sugar Beet Program. Performance with respect to



the sugar beet program should be determined at the same time performance is determined in connection with the agricultural conservation program.

Form SB-317, Proportionate Shares or Acreage Allotments, which is used to list the names and addresses of operator-producers and the proportionate shares of sugar beet acreage for the farming units which they operate, will serve as a list of the farming units on which a determination of performance under the 1939 Sugar Beet Program is necessary.

Form SB-302, Farming Unit Report, will be used to record data with respect to performance under the 1939 Sugar Beet Program. Such form will be prepared in part by the performance reporter and in part in the county office.

During his first visit to a farming unit, the performance reporter should call the attention of the operator-producer to the provisions of the program relating to the employment of child labor in the production, cultivation, or harvesting of the sugar beet crop. If, at the time of the first or a subsequent inspection of the farming unit, a performance reporter determines or has reason to believe that any child under the age of fourteen years, other than a member of the immediate family of a person who is the legal owner of at least 40% of the sugar beet crop is permitted to work in the production, cultivation, or harvesting of the sugar beet crop or that any child between the ages of fourteen and sixteen years, other than a member of the immediate family of a person who is the legal owner of at least 40% of the sugar beet crop, is permitted to do such work for a longer period than eight hours in any one day, the performance reporter shall note in section V of form SB-302 the facts relative to such violation or prepare a statement setting forth such facts and attach it to form SB-302.

The performance reporter shall also advise the operator-producer that, in order for the farming unit to be eligible for payment under the 1939 Sugar Beet Program, all laborers employed on the farming unit in connection with the production, cultivation, and harvesting of the 1939 sugar beet crop must be paid in full for all such work, and must be paid at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable for such work. An application for payment shall not be prepared for a farming unit unless such condition with respect to payment of wages has been met.

The operator-producer should also be advised that if the sugar beets marketed from the farming unit (in terms of planted acreage) for the extraction of sugar exceed the proportionate share established for such farming unit, no payment will be made with respect to the farming unit. The performance reporter should ascertain from the operator-producer the amount of the proportionate share shown on the "Notice of 1939 Sugar Beet Acreage Allotment" which such operator-producer received. If such amount does not agree with the proportionate share entered in Section I of form SB-302, the performance reporter will immediately notify the operator-producer and the county committee of the discrepancy in order that the correct proportionate share may be determined.



The performance reporter shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.

After the performance reporter has completed the first inspection of a farming unit, he shall bring or mail form SB-302 to the county office. Such form will be carefully checked in the county office. If it is necessary to make an additional inspection for the purpose of determining performance, the form SB-302 will be returned to the performance reporter, who will again visit the farming unit. When possible, the second inspection of a farming unit for the purpose of determining performance shall be made at the same time any additional inspection of such farming unit is made in connection with the 1939 Agricultural Conservation Program. When the second inspection is completed, form SB-302 shall be returned to the county office for completion.

## PART II. FIRST INSPECTION OF FARMING UNIT.

### A. General.

The performance reporter will be supplied with forms SB-302 for all sugar beet farming units and with the enlargements, or maps for the farming units prepared under a previous program. If an enlargement or map is not available, the performance reporter shall draw a sketch map on the back of form SB-302.

The data indicated in Section I of form SB-302 shall be entered in the county office prior to the inspection.

The performance reporter shall make and record all measurements which are necessary in order that the acreage of sugar beets may be computed in the county office, after deducting for fence rows, turn rows, permanent irrigation ditches, and other permanent features and waste areas within the field which have not been planted to sugar beets. Areas which are to be excluded must be designated on the map and such measurements made and recorded as are necessary to compute the exclusions.

If a field on which an approved farming practice has been carried out has not been indicated on the map, the performance reporter shall draw in the boundaries of such field on the map.

Where it is necessary to prepare a sketch map of the farming unit on the back of form SB-302, such map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field numbers assigned to all fields on which sugar beets are planted or on which approved farming practices are carried out. In the preparation of the map, solid lines shall be used to designate permanent boundaries, dotted lines to designate field divisions which are not permanent boundaries, and double lines to designate roads and lanes.



B. PREPARATION OF FORM SB-302, FARMING UNIT REPORT.

Entries to be Made in County Office. Before the performance reporter visits the farming unit, a clerk in the county office shall make the following entries on form SB-302:

1. State and county code and serial number assigned by the sugar beet factory on form SB-317.
2. The enlargement number(s).
3. The name of the beet sugar factory need not be entered.
4. The name and address of the operator of the farming unit and the proportionate share for the farming unit from columns 2, 3, and 4, respectively, of form SB-317.
5. The location or legal description of the farming unit.

Section II. The performance reporter will enter in column (a) the serial number(s) of the work sheet(s) covering the land on which sugar beets are planted. The names and addresses of all persons who share in the sugar beet crop shall be entered in columns (e) and (f) and the percentage shares to which the producers are entitled as shown in the leases or operating agreements shall be entered in column (g). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator-producer rents from two landlords the land on which sugar beets were planted in 1939 his name shall be entered on two lines. In such case, the farm number for each tract shall be entered twice, once on the line opposite the operator-producer's name and once opposite the landlord's name.

Enter in column (b) the field numbers for the fields planted to sugar beets in 1939. In assigning field numbers, separate numbers shall be used for fields harvested and fields abandoned. All field numbers for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field numbers shall be repeated on the line opposite the name of each such person.

If, at the time the performance reporter makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the performance reporter shall determine the field or fields which have been abandoned, make and record the necessary measurements, enter the appropriate field numbers in the spaces provided beneath the table in Section II, and enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer.

Section III. The performance reporter must be familiar with the requirements of the program relative to approved farming practices which must be carried out on a farming unit as a condition of payment. To meet such requirement, at least one acre of an approved farming practice must have been carried out on the farming unit for each acre of sugar beets planted for harvest on such farming unit in 1939 for the extraction of sugar (not in excess of the proportionate share), except that in connection with sugar



beet acreage on rented land which would otherwise be part of another farming unit, not in excess of 75% of such requirement may consist of practices carried out on the balance of such other farming unit.

Each of the following, if carried out on land adapted to sugar beet production, in accordance with farming methods commonly used in the community in which the farming unit is located, shall be deemed to be one acre of approved farming practice:

1. Maintaining until after July 1, 1939, one acre of a protective covering of adapted perennial or biennial legumes, adapted perennial grasses, or mixtures of such legumes and grasses; or
2. Seeding in 1939 one acre of adapted perennial legumes (except alfalfa) or biennial legumes, adapted perennial grasses or mixtures of such legumes and grasses; or
3. Seeding in 1939 one-half acre of adapted alfalfa; or
4. Seeding and maintaining until after December 31, 1939, one acre of an adapted green manure crop or plowing under during 1939 one acre of a good stand and a good growth of an adapted green manure crop; or
5. Applying during 1939 eight short tons of animal manure or the amount of manure normally produced in one year by any of the following: two head of cattle (of more than one year of age), two horses, two mules, four calves, four colts, ten sheep, or ten goats; or
6. Applying during 1939 to land on which sugar beets are planted for harvest in 1939, 75 pounds of net available nitrogen, potash and/or phosphoric acid in the form of commercial chemical fertilizer.

The adapted perennial or biennial legumes, or adapted perennial grasses, or mixtures thereof, or adapted green manure crops included in the foregoing practices must be adapted perennial or biennial legumes, or adapted perennial grasses, or mixtures, thereof, or adapted green manure crops which are approved as soil-building practices under the 1939 Agricultural Conservation Program in the State.

In determining whether acreage on which the above practices are carried out may be considered as acreage adapted to sugar beet production, the performance reporter shall take into consideration the cropping history of such acreage, the availability of water, topography, and the type of soil.

The performance reporter should list in Section III all approved farming practices carried out on the farming unit even though they exceed the requirements of the program with respect to the planted sugar beet acreage.



Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The performance reporter shall enter the names of crops, field numbers, ACP farm numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 6(a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farming unit, entries shall be made in the spaces in item 6(a). If manure is purchased for application on the farming unit, the entry shall be made in item 6(b). The performance reporter must make certain that there is reported in item 6(a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

No entries are to be made by the performance reporter in columns (b) and (e) of Section III.

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the ACP farm number(s) of the "other" farming unit(s).

If the answer to the question in Section IV is "Yes", the performance reporter shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the performance reporter shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1939. If sugar beets were planted on the balance of the "other" farming unit, a form SB-302 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another sheet of form SB-302 should be prepared for the balance of the "other" farming unit and attached to the SB-302 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm reporter shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such



rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Performance Reporter. When the first inspection of the farming unit is completed the performance reporter should review the entries made on form SB-302 and sign and enter the date of inspection in the spaces provided.

If the performance reporter finds any evidence of a violation of the child labor provisions of the Sugar Act of 1937 with respect to the farming unit, he shall enter information with respect to such violation in the space above his signature or prepare a statement setting forth such facts and attach it to Form SB-302.

When the inspection is completed and the information is entered on the form SB-302, the performance reporter shall forward such form SB-302 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. ENTRIES TO BE MADE ON FARMING UNIT REPORT IN COUNTY OFFICE AFTER FIRST INSPECTION.

A. General.

When the performance reporter has completed the first inspection of a farming unit and has forwarded form SB-302 to the county office, a clerk in the county office shall check such form to determine that all necessary data have been entered by the performance reporter. If form SB-302 is incomplete, such form shall be returned to the performance reporter for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made.

Section II. The clerk in the county office shall enter the acreage figures in column (c), Section II. Only one acreage figure will be entered in column (c) on a line. If the same field number(s) appear opposite the names of more than one person, the acreage in such field(s) shall be entered only once in column (c) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (d) until the final inspection of the farming unit is completed or until it is determined that a further inspection of such farming unit is unnecessary.

If sugar beet acreage on a farming unit is abandoned, the total acreage in the field or fields which is abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be taken to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields. The performance reporter should have designated these areas on the map of the farming unit.



Acreage data determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company are available, such data shall be compared with the acreage data determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements and, if either acreage figure is in excess of the proportionate share for the farming unit, or if a wage claim is filed with respect to the farming unit, the performance reporter shall be requested to remeasure the sugar beet acreage and the clerk in the county office shall calculate the acreage on the basis of such measurements for entry on form SB-302.

If the performance reporter reports that the operator-producer on a farming unit has been notified by the county committee of a proportionate share which differs from the proportionate share shown on form SB-317, the county committee shall communicate through the State committee with the district sugar beet acreage allotment committee in an effort to determine the correct proportionate share, and as soon as such proportionate share has been verified the operator-producer shall be notified accordingly.

When the correct acreage figures for the various fields have been entered in column (c), such column shall be totaled and the total planted sugar beet acreage entered in the space provided shall be compared with the proportionate share for the farming unit, as entered in the first line of Section I of form SB-302. If the planted acreage of sugar beets is in excess of the proportionate share for the farming unit, a letter similar to the following shall be prepared immediately and forwarded to the operator-producer of such farming unit:

Dear Mr. \_\_\_\_\_:

It has been determined that the acreage planted to sugar beets on the farming unit which you are operating in 1939 is \_\_\_\_\_ acres, which is \_\_\_\_\_ acres in excess of the proportionate share or acreage allotment of \_\_\_\_\_ acres which was established for the farming unit.

One of the conditions for payment under the sugar beet program is that the sugar beets marketed (in terms of planted acres) for the extraction of sugar shall not exceed the proportionate share for the farming unit. Therefore, if you desire to receive a conditional payment, you will be permitted to harvest for market for the extraction of sugar only the acreage specified above as your proportionate share.

You may dispose of the acreage in excess of your proportionate share by tillage operations, or you may harvest the sugar beets from the excess acreage for feed or you may abandon the excess acreage, provided the acreage which you intend to harvest for feed or to abandon is definitely indicated. In the latter event you will be required to prove conclusively to the county committee that the excess acreage is actually harvested for feed or abandoned before you will be permitted to execute an application for 1939 sugar beet payment.



A performance reporter will call upon you on or about \_\_\_\_\_, 1939. By the time of this visit, if the excess acreage has not been destroyed, you will be required to stake out the exact acreage which you will abandon or harvest for feed. If you harvest the excess acreage for feed, you must notify the county committee as to the time such acreage is to be harvested.

Very truly yours,

\_\_\_\_\_  
County Committee

By \_\_\_\_\_

Section III. The clerk in the county office will enter in the appropriate spaces in column (b) of Section III the acreages of the fields identified by the field numbers in column (c).

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (2), (4), and (5) the "acres credit" will be the actual acreage devoted to each practice. For item (3) the acres credit will be obtained by multiplying the acreage seeded to alfalfa by 2.

In item (6) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the performance reporter shall be questioned to determine that there is no duplication. If entries are made in item 6(a), the number of acres credit will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. If an entry has been made in item 6(b), the number of acres credit will be determined by dividing by 8 the total number of tons of animal manure applied.

If one or more entries have been made in item (7), the acres credit for such practice to be entered in the space provided shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1939 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing by 75 the total weight of available plant food. For example, if it is determined that 8,000 pounds of a fertilizer of 2-16-8 analysis were applied, the "acres credit" to be entered in column (e) would be 27.7, obtained by multiplying 8,000 by 26% and dividing by 75.

If there is insufficient space in items 1 to 7, inclusive, to list all practices carried out on the farming unit, the description of such practices shall be entered in lines 8 and 9.

Enter in item 10, column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.



Section IV. If the answer to the question in Section IV of form SB-302 is "No", or if such answer is "Yes" and the entry in item 10, Section III is less than the total of Column (c), Section II, the approved farming practices carried out on the "other" farming unit must be summarized. If another copy of form SB-302, on which the practices carried out on the balance of the "other" farming unit are listed in Section III, is attached to the form SB-302 which is being summarized, Section III of such other form SB-302 shall be completed in the same manner as such section was completed for the form SB-302 under consideration.

If another copy of form SB-302 is not attached to the form SB-302 under consideration and if the answer to the question in Section IV is "Yes", it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the form SB-302 prepared for such "other" farming unit shall be obtained, and both forms SB-302 shall be considered in summarizing the approved farming practices for the farming unit.

B. Summary of Approved Farming Practices. When Section III, form SB-302 has been completed, the clerk in the county office shall determine whether sufficient approved farming practices have been carried out to meet the requirement. If the entry in item 10, Section III of form SB-302 equals or exceeds the total of column (c), Section II of such form SB-302, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such form SB-302. If the entry in item 10, Section III is less than the total of column (c), Section II, and if the answer to the question in Section IV, form SB-302 is "No", the farming practice requirement will be deemed not to have been met, unless a further inspection of the farming unit reveals that additional practices have been carried out.

If the entry in item 10, Section III of form SB-302 is less than the total of column (c), Section II of such form SB-302 and if the answer to the question in Section IV, of such SB-302 is "Yes", the determination as to whether the farming practice requirement has been met shall be made as follows:

- (a) Determine the acreage of farming practices carried out on the other farming unit in excess of any sugar beet acreage on such other farming unit.
- (b) Determine the smaller of the amount obtained under (a) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the other farming unit.
- (c) If the smaller of the amounts determined under (b) plus the entry in item 10, Section III of the form SB-302 under consideration equals or exceeds the total of column (c), Section II of such form SB-302, the farming practice requirement with respect to the farming unit will be deemed to have been met.

#### PART IV. SECOND INSPECTION OF FARMING UNIT.

If it is determined that: (a) the acreage of sugar beets planted on a farming unit is in excess of the proportionate share established



for such farming unit; (b) an error was made in measurement of sugar beet acreage on a farming unit; (c) sugar beet acreage on a farming unit is abandoned subsequent to the first inspection of such farming unit; or (d) the farming practices with respect to a farming unit are not sufficient to meet the requirement; it will be necessary for the performance reporter to make a second inspection.

When making the second inspection, the performance reporter will take with him the enlargement or tracing of the map, and the Farming Unit Report which he prepared during his first inspection of the farming unit.

If the inspection is being made for the reason that the planted acreage of sugar beets is in excess of the proportionate share for the farming unit, the county committee will have advised the operator-producer prior to the performance reporter's visit that it will be necessary that he destroy the excess acreage or, in the event that he plans to abandon the excess acreage or use such acreage for feed, that he stake out such acreage. The exact acreage which has been or is to be disposed of must be clearly indicated on the map of the farming unit and measurements of such acreage must be made and recorded. Such acreage will be assigned a separate plot number and a complete statement of the facts of the case shall be entered on the reverse side of form SB-302.

Disposal of excess acreage by any method other than by tillage operations will place the producer in a position where, in order to be eligible for a sugar beet payment, he will be required to prove to the satisfaction of the county committee that the excess acreage staked out was not harvested and marketed for the extraction of sugar.

If the operator-producer claims that there has been an error in measurement of the acreage planted to sugar beets, the performance reporter shall remeasure such acreage and the new measurements shall be shown on the farm map or on the back of form SB-302. A rough sketch map may be drawn on the back of form SB-302, if necessary.

If sugar beet acreage is abandoned subsequent to the first inspection of the farming unit for any reason other than the fact that acreage in excess of the proportionate share for the farming unit had been planted, the farm reporter will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the field men of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the performance reporter shall make a second inspection of such farming units. The performance reporter shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandoned sugar beet acreage.

If the "acreage" of approved farming practices which has been listed is insufficient to meet the requirement, the performance reporter will determine whether any additional approved farming practices have been carried out subsequent to the first inspection. If so, such prac-



tices shall be listed in Section III of form SB-302 in the manner outlined in Part II of these instructions.

When the performance reporter has completed the second inspection of the farming unit and has reviewed the data which he has entered on form SB-302, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. If, during the second inspection, the performance reporter finds any evidence of a violation of the child labor provisions of the Sugar Act with respect to the farming unit, he shall indicate in the space above his signature the facts relating to such violation or prepare a statement setting forth such facts and attach it to the form SB-302.

#### PART V. COMPLETION OF FARMING UNIT REPORT IN COUNTY OFFICE

When the performance reporter has completed the second or subsequent inspection of a farming unit and has forwarded form SB-302 to the county office, clerks in the county office shall complete such form.

If the total acreage of sugar beets planted on the farming unit as indicated by the total of column (c), Section II of form SB-302 is in excess of the proportionate share for the farming unit and if the acreage in excess of the proportionate share is reported by the performance reporter to have been destroyed or abandoned, or if such acreage is to be harvested by the operator-producer for feed, the acreage figures in column (c), Section II shall be corrected to show the acreage of sugar beets planted for harvest for the extraction of sugar. However, if the excess acreage has not been destroyed, the operator-producer will be required to prove conclusively that such acreage was not harvested and marketed for the extraction of sugar before he will be permitted to execute an application for a sugar beet payment. If evidence to that effect is obtained, a complete explanation of the facts of the case should be entered on the reverse side of form SB-302 either by the performance reporter or by the clerk in the county office, and a county committeeman, acting on behalf of the county committee, must approve the evidence before the proportionate share condition for payment will be deemed to have been met.

If acreage on the farming unit is abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerk in the county office should make such calculations as are necessary from the measurements taken by the performance reporter to determine the exact acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (d), Section II and such column shall be totaled. In no event shall the total of column (d) plus the total abandoned acreage, as indicated in the space provided beneath such table, exceed the total of column (c).

If additional approved farming practices have been carried out on the farming unit and have been reported in Section III of form SB-302, the acres credit for such practices shall be entered in column (e) of Section II, a new total shall be inserted in item 10, column (e), and



farming practices shall be summarized in the manner outlined in Part III of these instructions.

PART VI. LABORERS' WAGE CLAIMS

Before any sugar beet producer may apply for payment under the 1939 Sugar Beet Program it must be determined whether all laborers employed in the production, cultivation, or harvesting of the 1939 crop of sugar beets on the farming unit operated by such producer were paid in full for such work and were paid at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable for such work. Therefore, county committees should use all practicable means to obtain information with respect to cases in which wages have not been paid in full or in which wages were paid at rates less than the "fair and reasonable" rates.

Form SB-303, Sugar Beet Wage Claim, and form SB-304, Record of Sugar Beet Wage Claim, which are similar to forms SB-203 and SB-204 used in connection with the 1938 Sugar Beet Program, will be used in handling laborers' wage claims under the 1939 program. The instructions which were followed in connection with forms SB-203 and SB-204 will be applicable under the 1939 program in connection with forms SB-303 and SB-304.





UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISION  
Washington, D. C.

Cop. 1

INSTRUCTIONS TO PROCESSORS FOR PREPARING SB-307,  
1939 SUGAR BEET MARKETING REPORT

Prepare a separate report, in triplicate, of growers in each county within each factory district. Do not report the names of growers from more than one county on the same page. Where conveniently possible record names of growers in the same order in which they appear on SB-317, Proportionate Shares or Acreage Allotments. Number the pages consecutively for each county report and complete the heading on each such report.

Column (1). Record the company contract number of each sugar beet grower.

Column (2). Record the name of the grower, and below the name of each grower insert the names of other persons known to be (a) owners of a part of the sugar beet crop, or (b) owners of the land on which the sugar beets were grown.

Column (3). Record the address of each person listed in column (2).

Column (4). Indicate the land tenure of each person listed in column (2) by inserting the letter "O" for the owner and "T" for tenant.

Column (5). Record to the nearest tenth of a ton the number of tons of sugar beets delivered.

Column (6). Record to the nearest hundredth of a percent the average sugar content. For districts in which settlement is based on an individual test, record the average sugar content of the sugar beets delivered by each grower listed in column (2). For all other districts record at the top of column (6) the average sugar content of the cossettes of the beets delivered by all growers.

The number of pages of the report and the signature and title of the authorized agent of the company, together with the date of the signature, should be given on the last page of each county report.

Forward the original and two copies of the county reports to the State Agricultural Conservation Committee of the state in which the counties are located.



UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
WASHINGTON, D. C.

INSTRUCTIONS TO APPLICANTS FOR NATIONAL FOREST  
LAND ACQUISITION

These instructions are to be read by all persons who are interested in the acquisition of National Forest land. They are to be read in connection with the application for acquisition of National Forest land. They are to be read in connection with the application for acquisition of National Forest land. They are to be read in connection with the application for acquisition of National Forest land.

Section 1. Purpose of the National Forest Land Acquisition Act.

Section 2. Definitions. The following definitions shall apply to the National Forest Land Acquisition Act: (a) "National Forest Land" means any land owned by the United States and is part of the National Forest System. (b) "Acquisition" means the transfer of title to National Forest Land from one person to another.

Section 3. Acquisition of National Forest Land.

Section 4. Acquisition of National Forest Land by the United States. The following provisions shall apply to the acquisition of National Forest Land by the United States: (a) The United States may acquire National Forest Land by purchase, donation, or otherwise.

Section 5. Acquisition of National Forest Land by Private Persons. The following provisions shall apply to the acquisition of National Forest Land by private persons: (a) Private persons may acquire National Forest Land by purchase, donation, or otherwise.

Section 6. Acquisition of National Forest Land by the United States. The following provisions shall apply to the acquisition of National Forest Land by the United States: (a) The United States may acquire National Forest Land by purchase, donation, or otherwise. (b) The United States may acquire National Forest Land by purchase, donation, or otherwise. (c) The United States may acquire National Forest Land by purchase, donation, or otherwise.

Section 7. Acquisition of National Forest Land by Private Persons. The following provisions shall apply to the acquisition of National Forest Land by private persons: (a) Private persons may acquire National Forest Land by purchase, donation, or otherwise. (b) Private persons may acquire National Forest Land by purchase, donation, or otherwise. (c) Private persons may acquire National Forest Land by purchase, donation, or otherwise.

Section 8. Acquisition of National Forest Land by the United States. The following provisions shall apply to the acquisition of National Forest Land by the United States: (a) The United States may acquire National Forest Land by purchase, donation, or otherwise. (b) The United States may acquire National Forest Land by purchase, donation, or otherwise. (c) The United States may acquire National Forest Land by purchase, donation, or otherwise.



UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISION  
Washington, D. C.

INSTRUCTIONS TO STATE COMMITTEES FOR COMPLETION OF  
SB-307, 1939 SUGAR BEET MARKETING REPORT

Cop. 1

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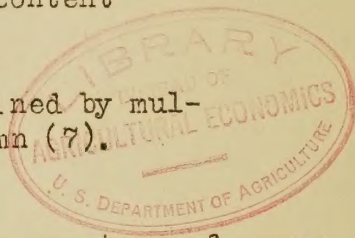
SB-307, 1939 Sugar Beet Marketing Report, will be received in triplicate (original and two copies) from sugar companies who process sugar beets produced in the State. A separate report should be received for each county in the State from which sugar beets are delivered to any beet sugar factory.

All computations described herein shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Entries in columns (5) and (6) of SB-307 should be shown in tenths and hundredths, respectively. However, if the sugar company has expressed entries in such columns to a greater number of decimal places, such entries shall be rounded back to the proper number of decimal places.

When SB-307 is received from a sugar company which contracts sugar beet acreage under that type of agreement known as an "individual test contract," complete all copies of such form as follows:

1. Enter in column (7) the rate of commercially recoverable sugar per ton of sugar beets. For each producer, enter the rate shown on SB-111 for sugar beets of the percentage of sugar content shown in column (6) of SB-307.
2. Enter in column (8) for each producer the result obtained by multiplying the entry in column (5) by the entry in column (7). Round such result to one decimal place.



If sugar beets are contracted by a sugar company using any type of agreement other than an "individual test contract," only one entry need have been made in column (6) on each sheet of SB-307. Such entry will represent the average sugar content of the cosettes of all the sugar beets delivered to such company from the district. Complete SB-307 in such cases as follows:

1. Enter in column (7) the rate of commercially recoverable sugar per ton of sugar beets. Such entry need be made only once on each sheet and shall be obtained by multiplying the entry in column (6) by .194. Round the result to three decimal places.
2. Enter in column (8) for each producer the result obtained by multiplying the entry in column (5) opposite such producer's name by the entry in column (7). Round the result to one decimal place.

When a set of forms SB-307 for a county has been completed and all computations verified, the original of such SB-307 shall be forwarded to the county office. The first copy of SB-307 shall be forwarded to the Sugar Division, Department of Agriculture, Washington, D. C., and the second copy shall be retained in the State office.



